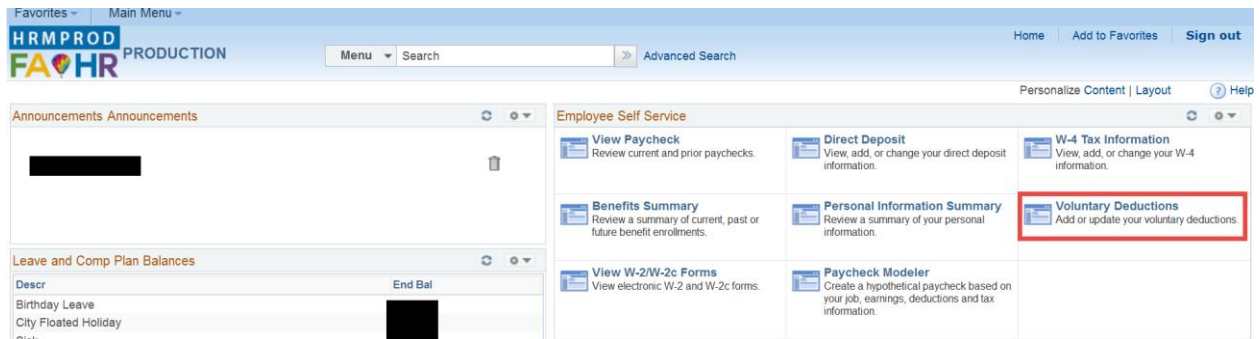


Transit or Non-City Parking Lot Deduction

From your PeopleSoft Home screen click on the Voluntary Deductions link.



Click on Add Deductions button.

Voluntary Deductions

[Redacted]
City of Albuquerque

Review, add or update your voluntary pay check deductions. Use pay period start and stop dates.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
United Way	12/13/2014	12/31/2015	Currently	[Redacted]	[Redacted]	[Redacted]	Edit
Add Deduction							

Click on the magnifying glass on the right side of "Type of Deduction" to view your choices.

Voluntary Deductions

Add Voluntary Deduction

[Redacted]
City of Albuquerque

*Type of Deduction

Amount

*Enter Amount to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Disclaimer: I understand that this deduction will be taken out of each paycheck until I reach the goal amount, if applicable, or stop the deduction.

Current Balance 0.00

Submit

* Required Field

[Return to Voluntary Deductions](#)

Select from the options:

Look Up *Type of Deduction

Cancel

Search Results

View 100 First 1-10 of 10 Last

Deduction Description
AFSCME 18 Natl People Comm
Chicano Police Officers Dues
Fire Benevolent Fund
Fire Fighter Protection Fund
Flex Parking Non City Lots
Flex Transit
Fraternal Order of Police Dues
IAFF FirePac
NM Peace Off Assoc WAS LATINO
United Way

Enter the amount you want deducted only from the first check of each month.

You don't need to enter start and stop dates. It will occur if it is there when payroll is calculated (Tuesday.) **If you wish to stop the deduction** you don't need to delete the amount but enter a Deduction Stop Date. It must be equal to or greater than the current date. For example enter by 6/29/2015 to prevent a 7/2/2015 deduction.

Click

Submit